



DBB 308 WRITING IN A FOREIGN LANGUAGE

1

Clauses

- Clauses are the building blocks of sentences. A **clause** is a group of words that contains (at least) a **subject** and a **verb**.

Clauses

SUBJECT VERB
ecology is a science

SUBJECT VERB
because pollution causes cancer

Not clauses

to protect the environment

after working all day

- An **independent clause** contains a **subject** and a **verb** and expresses a **complete thought**. It can stand alone as a sentence by itself. An independent clause is formed with a **subject** and a **verb** and often a **complement**.

Subject	Verb	(Complement)
The sun	rose.	
Water	evaporates	rapidly in warm climate zones.

- ▶ A **dependent clause** begins with a **subordinator** such as *when, while, if, that,* or *who*. A dependent clause **does not express a complete thought**, so it is **not a sentence by itself**. A dependent clause is also called a **sentence fragment**. A dependent clause is formed with a **subordinator**, a **subject**, and a **verb**.

Subordinator	Subject	Verb	(Complement)
... when	the sun	rose ...	
... because	water	evaporates	rapidly in warm climate zones ...
... whom	the voters	elected ...	
... if	the drought	continues	for another year ...

Subordinators

after	before	that	when	which
although	even though	though	whenever	while
as, just as	how	unless	where	who
as if	if	until	wherever	whom
as soon as	since	what	whether	whose
because	so that			

- The **four basic kinds of sentences** in English are **simple**, **compound**, **complex**, and **compound-complex**.
- A **simple sentence** is **one independent clause**.

$\overbrace{\text{Freshwater}}^{\text{s}}$ boils $\text{at 100 degrees Celsius at sea level.}$ v

- A **compound sentence** is two or more independent clauses joined together. There are **three ways** to join the clauses:

1. With a coordinator

Salt water boils at a higher temperature than freshwater, **so** food cooks faster in salt water.

2. With a conjunctive adverb

Salt water boils at a higher temperature than freshwater; **therefore**, food cooks faster in salt water.

3. With a semicolon

Salt water boils at a higher temperature than freshwater; food cooks faster in salt water.

Coordinators (Coordinating Conjunctions)

To add a reason	
for	Japanese people live longer than most other nationalities, for they eat healthful diets.
To add a similar, equal idea	
and	They eat a lot of fish and vegetables, and they eat lightly.
To add a negative equal idea	
nor	They do not eat a lot of red meat, nor do they eat many dairy products. <i>Note: Nor means "and not." It joins two negative independent clauses. Notice that question word order is used after nor.</i>
To add an opposite idea	
but	Diet is one factor in how long people live, but it is not the only factor.
To add an alternative possibility	
or	However, people should limit the amount of animal fat in their diets, or they risk getting heart disease.
To add an unexpected or surprising continuation	
yet	Cigarette smoking is a factor in longevity, yet Japanese and other long-lived Asians have a very high rate of tobacco use.
To add an expected result	
so	Doctors say that stress is another longevity factor, so try to avoid stress if you wish to live a longer life.

Conjunctive Adverbs

To add a similar, equal idea	
also besides furthermore in addition moreover	Community colleges offer preparation for many occupations; also/besides/furthermore/in addition/moreover , they prepare students to transfer to a four-year college or university.
as well	Community colleges offer preparation for many occupations; they prepare students to transfer to a four-year college or university as well .
too	Community colleges offer preparation for many occupations; they prepare students to transfer to a four-year college or university, too .
To add an unexpected or surprising continuation	
however nevertheless nonetheless still	The cost of attending a community college is low; however/nevertheless/nonetheless/still , many students need financial aid.
To add a complete contrast	
on the other hand in contrast	Tuition at a community college is low; on the other hand/in contrast , tuition at private schools is high.
To give an alternative possibility	
otherwise	Students must take final exams; otherwise , they will receive a grade of Incomplete.
To add an expected result	
accordingly as a result consequently hence therefore thus	Native and nonnative English speakers have different needs; accordingly/as a result/consequently/hence/therefore/thus , most schools provide separate English classes for each group.
To add an example	
for example for instance	Most colleges now have a writing requirement for graduation; for example/for instance , students at my college must pass a writing test before they register for their final semester.

- A. Place a semicolon between the two independent clauses in the following compound sentences.
1. The practice of yoga strengthens the body and promotes flexibility it also strengthens the mind and refreshes the soul.
 2. Motherhood causes some women to quit their jobs others continue working despite having young children to care for.
 3. Three hundred guests attended his wedding two attended his funeral.

- ▶ A **complex sentence** contains **one independent clause** and **one (or more) dependent clause(s)**. In a complex sentence, one idea is generally more important than the other. We place **the more important idea in the independent clause** and **the less important idea in the dependent clause**.

Complex Sentences with Adverb Clauses

An adverb clause acts like an adverb; that is, it tells where, when, why, and how. An adverb clause begins with a subordinator, such as *when*, *while*, *because*, *although*, *if*, *so*, or *that*. It can come before or after an independent clause.

DEPENDENT ADVERB CLAUSE
INDEPENDENT CLAUSE
 Although women in the United States could own property, they could not vote until 1920.

INDEPENDENT CLAUSE
DEPENDENT ADVERB CLAUSE
 A citizen can vote in the United States when he or she is 18 years old.

Complex Sentences with Adjective Clauses

An adjective clause acts like an adjective; that is, it describes a noun or pronoun. An adjective clause begins with a relative pronoun, such as *who*, *whom*, *which*, *whose*, or *that*, or with a relative adverb, such as *where* or *when*. It follows the noun or pronoun it describes.

DEPENDENT ADJECTIVE CLAUSE
 Men who are not married are called bachelors.

DEPENDENT ADJECTIVE CLAUSE
 Last year we vacationed in Cozumel, which features excellent scuba diving.

Complex Sentences with Noun Clauses

A noun clause begins with a *wh-* question word, *that*, *whether*, and sometimes *if*. A noun clause acts like a noun; it can be either the subject or an object of the independent clause.

DEPENDENT NOUN CLAUSE
 That there is a hole in the ozone layer of Earth's atmosphere is well known.

DEPENDENT NOUN CLAUSE
 Scientists know what caused it.

- A **compound-complex sentence** has at least **three clauses**. You can use almost any combination of dependent and independent clauses. Just be sure that there is **at least one independent clause**. In the following examples, **independent clauses are underlined with a solid line** and **dependent clauses with a dotted line**.

- 1. I wanted to travel after I graduated from college; however, I had to go to work immediately.
 2. After I graduated from college, I wanted to travel, but I had to go to work immediately.
 3. I wanted to travel after I graduated from college, but I had to go to work immediately because I had to support my family.
 4. I could not decide where I should work or what I should do, so at first I did nothing.

- Paragraphs 1 and 4 have too many compound sentences. This style is boring because so many sentences use *and* as the connector.
- Paragraph 2 has too many simple sentences. This style sounds choppy.
- Paragraph 3 uses a good mixture of sentence types.

Rosa Parks

1 Rosa Parks is a famous African-American woman, **and** she is often called “the mother of the civil rights movement.” She was born into a poor but hardworking African-American family in Alabama, **and** no one suspected that she would become the spark that ignited the civil rights movement in the United States. This movement changed U.S. society forever, **and** it helped African-Americans attain equal rights under the law.

2 Parks became famous quite by accident. One day in 1955, she was on her way home from her job in a Montgomery, Alabama, department store. She boarded a city bus with three other African-Americans. They sat in the fifth row. The fifth row was the first row African-Americans were allowed to sit in. A few stops later, the front four rows filled up. A white man was left standing.

3 According to the laws of that time, African-Americans had to give up their seats to whites, so the bus driver asked Parks and the three other African-Americans to get up and move. Although the others complied, Parks refused. She later said she was not tired from work, but tired of being treated like a second-class citizen. The bus driver called the police, who arrested Parks and took her away in handcuffs.

4 Over the weekend, a protest was organized, **and** on the following Monday, African-American people in Montgomery began a boycott of the public buses, **and** the boycott was tremendously successful, **and** it lasted more than a year. The Supreme Court of the United States finally ruled that segregation on public transportation was unconstitutional. African-Americans had won a huge victory, **and** they realized their power to change the system.

MODEL***Revised Essay*****Rosa Parks**

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- **Parallelism** is an important element in English writing, especially when you are **listing** and **comparing** and **contrasting** items or ideas. Parallelism means that each item in a list or comparison **follows the same grammatical pattern**. If you are writing a list and the first item in your list is a **noun**, write all the following items as nouns also. If the first item is an **-ing** word, make all the others **-ing** words; if it is an **adverb clause**, make all the others **adverb clauses**.

Not Parallel	Parallel
My English conversation class is made up of Chinese, Spaniards, and some are from Bosnia.	My English conversation class is made up of Chinese, Spaniards, and Bosnians.
	<i>(The items are all nouns.)</i>
The students who do well attend class, they do their homework, and practice speaking in English.	The students who do well attend class, do their homework, and practice speaking in English.
	<i>(The items are all verbs + complements.)</i>
The teacher wanted to know which country we came from and our future goals.	The teacher wanted to know which country we came from and what our future goals were.
	<i>(The items are both noun clauses.)</i>
The language skills of the students in the evening classes are the same as the day classes.	The language skills of the students in the evening classes are the same as the language skills of the students in the day classes.
	<i>(The items are both noun phrases.)</i>

The Federal Air Pollution Control Administration regulates automobile exhausts, **and** the Federal Aviation Administration makes similar regulations for aircraft.

The states regulate the noise created by motor vehicles **but** not by commercial aircraft.

Pesticides cannot be sold if they have a harmful effect on humans, on animal life, **or** on the environment.

A new law provides the means for **both** regulating pesticides **and** ordering their removal if they are dangerous.

Air pollutants may come **either** from the ocean as natural contaminants given off by sea life **or** from the internal combustion engines of automobiles.

If **neither** industry **nor** the public works toward reducing pollution problems, future generations will suffer.

Many people are **neither** concerned about pollutants **nor** worried about their future impact.

At the present time, air pollution is controlled through laws passed **not only** to reduce the pollutants at their sources **but also** to set up acceptable standards of air quality.

1. Because some students work part-time while taking a full load of classes.

PROBLEM This is a dependent clause. It begins with a subordinator (*because*). It does not express a complete thought because there is no independent clause.

TO CORRECT (1) Add an independent clause.

Because some students work part-time while taking a full load of courses, **they have very little free time.**

(2) Delete the subordinator (*because*).

Some students work part-time while taking a full load of classes.

2. For example, the increase in the cost of renting an apartment.
To live and work for at least a year in a foreign country.

PROBLEM Neither sentence has a verb.

TO CORRECT Rewrite each sentence so that it has a verb.

For example, the increase in the cost of renting an apartment **is** one reason for more people being homeless.

To live and work for at least a year in a foreign country **has** always **been** my dream.

3. Teachers who give too much homework.

PROBLEM This is a noun (*teachers*) + an adjective clause (*who give too much homework*). The noun is the beginning of an independent clause that was never finished.

TO CORRECT Finish the independent clause.

Teachers who give too much homework **are unpopular.**

- **Choppy sentences** are sentences that are too short. Short sentences can be effective in certain situations. For instance, when you want to make an impact, use a short sentence.

Despite countless doctors' warnings, news stories, and magazine articles about the importance of eating a nutritious, balanced diet, many people resist developing healthy eating habits. Some people just like junk food.

(A sentence of 25 words is followed by one of 6 words. The second sentence has greater impact because it is so short.)

- However, overuse of short sentences is considered poor style in academic writing.

CHOPPY SENTENCES

Wind is an enduring source of power. Water is also an unlimited energy source. Dams produce hydraulic power. They have existed for a long time. Windmills are relatively new.

CORRECTED

Both wind and water are enduring sources of power. Dams have produced hydraulic power for a long time, but windmills are relatively new.

CHOPPY SENTENCES

1. If the sentences express equal ideas, use coordination to combine them.
2. If the sentences express unequal ideas, that is, if one sentence expresses a less important idea than the other, use subordination to combine them.

We must find new sources of energy. Natural sources of energy are decreasing. Solar energy is a promising new source of energy. Solar energy is energy from the sun.

CORRECTED

We must find new sources of energy because natural sources of energy are dwindling. Solar energy, which is energy from the sun, is a promising new source.

- ▶ A **stringy sentence** is a sentence with **too many clauses**, usually connected with **and, but, so**, and sometimes **because**. It often results from writing the way you speak, going on and on like a string without an end. To correct a stringy sentence, **divide it and/or recombine the clauses**, remembering to subordinate when appropriate.

▶

STRINGY SENTENCE

Many students attend classes all morning, and then they work all afternoon, and they also have to study at night, so they are usually exhausted by the weekend.

CORRECTED

Many students attend classes all morning and work all afternoon. Since they also have to study at night, they are usually exhausted by the weekend.

OR

Because many students attend classes all morning, work all afternoon, and study at night, they are usually exhausted by the weekend.

Punctuation Rules

- ▶ Using **correct punctuation** is important because punctuation conveys meaning just as words do. Consider these two sentences:
- ▶ **Eat children.**
Eat, children.
- ▶ Both sentences are commands, but the first sentence would be correct only in a society of cannibals! Learn and practice the rules of punctuation until you are confident about using them correctly.

- ▶ **Commas** are sometimes troublesome to learners of English because they are used differently in other languages. There are many comma rules in English, but you may remember them more easily if you realize that they can be organized into just **four main groups**: **introducers, coordinators, inserters, and tags.**



Introducer Commas

An introducer comma follows any element that comes in front of the first independent clause in a sentence.

WORDS

Therefore, I plan to quit smoking.

Nervously, I threw away my cigarettes.

PHRASES

As a result, I feel terrible right now.

After 16 years of smoking, it is not easy to quit.

Having smoked for 16 years, I find it difficult to quit.

DEPENDENT CLAUSES

Because I have a chronic cough, my doctor recommended that I quit immediately.

DIRECT QUOTATIONS

"Stop smoking today," she advised.

Coordinator Commas

Together with a coordinating conjunction, a comma links coordinate (equal) elements in a sentence.

COMPOUND SENTENCE WITH
2 INDEPENDENT CLAUSES:

She has a good job, yet she is always broke.

They were tired, so they went home early.

SERIES OF 3 OR MORE
WORDS

He does not enjoy **skiing, ice-skating, or sledding.**

Cecille speaks **English, Spanish, French, and Creole.**

(No comma with only two items: Chen speaks Mandarin and Taiwanese.)

SERIES OF 3 OR MORE
PHRASES

A nurse has to work **at night, on weekends, and on holidays.**

We ran into the airport, checked our luggage, raced to the boarding gate, gave the attendant our boarding passes, and collapsed in our seats.

Inserting Commas

An insertor comma is used before and after any element that is inserted into the middle of an independent clause.

WORDS

My uncle, **however**, refuses to quit smoking.

PHRASES

My father, **on the other hand**, has never smoked.

There is no point in living, **according to my uncle**, if you do not do what you enjoy.

NONRESTRICTIVE PHRASES AND CLAUSES

My aunt, **his wife**, died of lung cancer.

My cousins, **grieving over their mother's death**, resolved never to smoke.

My mother, **who just celebrated her fiftieth birthday**, enjoys an occasional cigarette.

REPORTING VERBS IN DIRECT QUOTATIONS:

"I have tried to quit dozens of times," **she says**, "but I can't."

Tag Commas

A tag comma is used when adding certain elements to the end of a sentence.

WORDS My uncle believes in drinking a daily glass of wine,⁴ **too.**³
He appears to be in good health, **however.**

PHRASES He swims for an hour every day, **for example.**
He also plays tennis, **beating me most of the time.**

TAG QUESTIONS It is not logical, **is it?**

DIRECT QUOTATIONS He laughs as he says, **"I will outlive all of you."**

- ▶ Using **semicolons** is not difficult if you remember that a **semicolon (;)** is more like a period than a comma. It is a very strong punctuation mark. Semicolons are used in **three places**:
 1. **Between two sentences** that are closely connected in idea
 2. **Before conjunctive adverbs and some transition phrases** when they are followed by an independent clause
 3. **Between items in a series** when the items themselves contain commas

Between Items in a Series

Semicolons are used to separate items in a series when some of the items already contain commas.

I cannot decide which car I like best: the Ferrari, with its quick acceleration and sporty look; the midsize Ford Taurus, with its comfortable seats and ease of handling; or the compact Geo, with its economical fuel consumption.

- ▶ Using a **colon** at the end of an independent clause focuses attention on the words following the colon. After a colon, we often write **lists**, **appositives**, and **direct quotations**.

- ▶ **Before Lists**

Use a colon to introduce a list.

Libraries have two kinds of periodicals: bound periodicals and current periodicals.

I need the following groceries: eggs, milk, and coffee.

The causes of the U.S. Civil War were as follows: the economic domination of the North, the slavery issue, and the issue of states' rights versus federal intervention.

Caution

1. Do not use a colon to introduce a list after the verb *to be* unless you add *the following* or *as follows*.

INCORRECT

To me, the most important things in life are: good health, a happy home life, and a satisfying occupation.

CORRECT

To me, the most important things in life **are** good health, a happy home life, and a satisfying occupation.

CORRECT

To me, the most important things in life **are the following:** good health, a happy home life, and a satisfying occupation.

2. Do not use a colon after a preposition. Use a colon only at the end of an independent clause.

INCORRECT

After a long day at work, I look forward to: enjoying a quiet dinner at home, playing with my children, and watching a little TV.

CORRECT

After a long day at work, I look forward to enjoying a quiet dinner at home, playing with my children, and watching a little TV.

Before Appositives

Use a colon after an independent clause to direct attention to an appositive (a word or word group that renames another word or word group).

He had one great love in his life: himself.

A doctor has two important abilities: the ability to listen and the ability to analyze.

Before Long Quotations

Use a colon to introduce a quotation longer than three lines. This type of quote is indented on both sides, and no quotation marks are used.

As Albert C. Baugh and Thomas Cable state in their book *The History of the English Language*:

There is no such thing as uniformity in language. Not only does the speech of one community differ from that of another, but the speech of different individuals of a single community, even different members of the same family, is marked by individual peculiarities.

Before Subtitles

Use a colon between the main title and the subtitle of a book, article, or play.

A popular book on nonverbal communication is Samovar and Porter's *Intercultural Communication: A Reader*.

The title of an article from the *New York Times* is "Man on Mars: Dream or Reality?"

In Expressions of Time or Day

Use a colon between the numbers for hours and minutes when indicating the time of day.

Helen left the class at 12:30.

Their plane arrived at 1:40 a.m., six hours late.

After Formal Salutations

Use a colon after the salutation of a formal letter.

Dear Professor Einstein:

Dear Customer Relations:

Dear Ms. Smith:

To Whom It May Concern:

In informal letters, use a comma.

Dear Mom,

Dear Mark,

- **Quotation marks have three basic uses: to enclose direct quotations, to enclose unusual words, and to enclose titles of short works.**

Around Direct Quotations

Use quotation marks around a direct quotation that is shorter than three lines. A direct quotation states the *exact* words of a speaker and is usually introduced by a reporting phrase such as *he said* or *as the report stated*.

Punctuation with quotation marks can be a little tricky. Here are some rules to follow:

1. Separate a quoted sentence from a reporting phrase with a comma.
The receptionist said, "The doctor is unavailable right now. Please wait."
"We have already been waiting for an hour," we answered.
2. Periods and commas go inside the second quotation mark of a pair.
"I thought he was responsible," he said, "but he isn't."
3. Colons and semicolons go outside quotation marks.
"Give me liberty or give me death": these are famous words.
4. Exclamation points (!) and question marks (?) go inside quotation marks if they are a part of the quotation; otherwise, they go outside.
"Is it eight o'clock?" she asked.
Did she say, "It is eight o'clock"?
5. Begin each quoted sentence with a capital letter. When a quoted sentence is divided into two parts, the second part begins with a lowercase letter unless it is a new sentence.
"I thought he was responsible," he said, "but he isn't."
"I think he is responsible," he said. "Look at his fine work."
6. Use single quotation marks (' . . . ') to enclose a quotation within a quotation.
As John F. Kennedy reminded us, "We should never forget the words of Martin Luther King, Jr., who said, 'I have a dream.'"

Around Unusual Words

Use quotation marks around words with an unusual, especially ironic, meanings.

The “banquet” consisted of hot dogs and soft drinks.

The little girl proudly showed her “masterpiece”: a crayon drawing of a flower.

Around Titles of Short Works

Use quotation marks around the titles of articles from periodical journals, magazines, and newspapers; chapters of books; short stories; poems; and songs.

In the article “The Future of Manned Space Travel,” published in the July 19, 2004, issue of *Space*, the authors explore the problems of a manned flight to Mars.

The *Times* of London recently published an article entitled “Who Needs the Monarchy?” in which the relevancy of the English monarchy was discussed.

Note: Underline or *italicize* titles of books, journals, magazines, newspapers, and movies.